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Rootstown Middle School

2022-2023

Student Handbook

WELCOME

Welcome to Rootstown Middle School. We trust you are one who realizes that intellectual, social, and physical skills are important as you mature. We strive to develop these skills and abilities to better prepare you for a challenging and changing world. Rootstown Middle School, in collaboration with the community, will provide a quality education in a safe environment for you to become a productive lifelong learner.

We provide a curriculum that includes math, science, language arts, social studies, physical education, art, vocal music, band, technology, foreign language and computer literacy. This student handbook has been prepared to enable you to be aware of the policies, instructional and recreational programs, and extracurricular activities at Rootstown Middle School. Helping every student have a successful school year is the goal of all the middle school staff members.

MISSION STATEMENT

Rootstown Schools, in collaboration with the community, will provide a quality education in a safe environment for students to become productive, life-long learners.

This handbook belongs to: _____.



Please attach your schedule to the inside cover page.

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RIGHTS & RESPONSIBILITIES

The rules and procedures of the school are designed to enable you to obtain a safe, orderly, and appropriate education. You can expect your rights to freedom of expression and association as long as you respect the rights of fellow students and staff. You will be expected to follow teacher directions and obey all school rules. Disciplinary procedures are designed to insure due process (a fair hearing) before you are removed due to behavior.

Parents have the right to know how you are performing in school and will be provided information on a regular basis and as needed. There are times when it will be your responsibility to deliver that information. If necessary, the mail or hand delivery may be used to insure contact.

Your parents are encouraged to build a two-way link with your teachers and support staff by informing the staff of suggestions or concerns that may help you to better accomplish your educational goals.

The staff expects you to arrive at school prepared to learn. It is your responsibility to arrive on time and be prepared to participate in the educational program. If for some reason this is not possible, you should seek help from the principal or other staff member.

SCHOOL DAY

The Rootstown Middle School is open to students from 7:15 AM to 3:00 PM. You may not be in the building outside of these times unless you're involved in a school activity and under the direct supervision of a staff member. Classes are scheduled from 7:25 AM to 2:10 PM.

HEALTH CONCERNS

Student safety is the responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should you be aware of any dangerous situation or accident, notify a staff person immediately.

State law requires that all students must have a completed emergency medical form signed by a parent or guardian on file in the school office. You may be excluded from school until this requirement has been fulfilled.

A student having a specific health care need must submit the need in writing with proper documentation by a physician to school personnel. All medications, prescribed and non-prescribed, are to be delivered to the school office by a parent or guardian and taken only with adult supervision. Medication must be in a pharmaceutically-labeled container appropriately labeled with the student's name, name of medicine, dosage, name of physician and time to be administered. Any prescribed or over-the-counter medications must also be accompanied by a signed parental and physician's request form. This form can be obtained in the main office.

The principal and/or school nurse is available to discuss the procedures for medications and treatments. No medications shall be taken or medical treatments performed in school without the knowledge of the building principal or school nurse.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, you will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

If you become ill during the school day, ask permission from the teacher to go to the office. The school nurse or office will determine whether or not you should remain in school or go home. No student will be released from school without proper parental permission. If you claim to be ill, you will need to see the school nurse (if possible) prior to the determination being made whether or not you should go home.

IMMUNIZATIONS

You must have the immunizations required by law or have an authorized waiver. If you do not have the necessary shots or waivers, the principal may remove you from school or require compliance with a set deadline. This is for the safety of all students and in accordance with state law. Any questions about immunizations or waivers should be directed to the school nurse.

Immunization Requirements

Unless given a waiver, you must meet the following requirements:

Diphtheria -	5 or more doses of DTP or DT (pediatric)
Pertussis -	vaccine, or any combination thereof, is the
Tetanus -	minimum acceptable. Three Td diphtheria
	tetanus toxoids, adult type, is the minimum

acceptable for children age 7 and up.

All students entering 7th grade are required to have a 6th dose of Tetanus/Diphtheria/ Pertussis vaccine known as Tdap.

Measles - Single dose of live measles virus vaccine
Mumps - or vaccine combination on or after 1st
Rubella - birthday, and an additional dose of the
MMR vaccine given at least 30 days from
the first for all students entering
kindergarten.

Meningococcal - All students entering 7th grade are required to receive this vaccine.

Polio - 4 oral or inactivated plus one oral vaccine booster.

Hepatitis B - Series of three immunizations

Varicella - One dose of varicella vaccine must have been received before entering 7th grade.

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND HEALTH CONCERNS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, persons in question will have their status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students in school unless there is definitive evidence to warrant exclusion.

As required by federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (A.D.A) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the district's programs and facilities.

The Rootstown School District provides a variety of special education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

SPECIAL EDUCATION SERVICES

All requests for special education services will be processed and reviewed by the building Intervention Assistance Team (IAT). The IAT is comprised of teachers, the school counselor, the building principal, the school psychologist, parents and/or other designated professionals. Parent involvement and participation in this process is required and necessary.

The IAT, prior to a referral to the special education program, may suggest various strategies and recommendations. If deemed appropriate by the IAT, a referral for evaluation and placement is made to the school psychologist. Proper evaluation and placement procedures are then followed. To inquire about the intervention or referral process, please contact the principal or the school psychologist.

ASSESSMENT

To measure progress, tests will be administered in accordance with state standards and district policy. These include, but are not limited to, group tests, classroom tests, quizzes, projects, writing assessments, labs, vocational and interest surveys. Students will have the opportunity to correct classroom assessments of which they would like to show a greater level of mastery than they achieved on the initial assessment. Corrections must be completed within one week after the original assessment is returned to students and a common form must be utilized to submit all corrections. Teachers will provide students with common correction forms. Students may earn up to fifty percent credit, for points originally missed, back from the original assessment.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement assessments and other special testing services are available to students needing these services.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. Rootstown Middle School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

EQUAL EDUCATION OPPORTUNITY/ EQUAL OPPORTUNITY

It is the policy of the district to provide an equal educational opportunity for all students. The Rootstown Middle school is an equal opportunity provider and employer.

RECORDS

Student records are kept by the teachers and administrative staff. There are two basic types of records: directory information and confidential records. Directory information can be given to any person or organization for non-profit making purposes when requested, unless the parents of the student restrict the information, in writing, to the principal.

The Board designates as student "directory information": a student's name, date and place of birth; photograph; major field of study; participation in officially-recognized activities and sports; height and weight (if a member of an athletic team) dates of attendance; date of graduation; awards received; or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed. Directory information shall not be provided to any organization for profit-making purposes.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with state and federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers. The school must have written consent to obtain records from an outside professional or agency. Confidential information that is in a student's file from an outside professional or agency may be released to the parent through the originator and parents should keep copies of such records for their home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals. Information on former students also falls into directory and confidential information categories and will be made available on the same basis as enrolled students.

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs can be charged to the requester. If a review of records is wanted, please contact the principal, in writing, stating the records desired. Records will be collected and an appointment made with the appropriate persons present to answer any questions.

TEXTBOOKS

Textbooks are loaned to all students free of charge. It is your responsibility to keep and maintain your books in the best condition possible. If a book is lost or abused in any way, you shall pay for the textbook. The only writing in the book shall be your name and number inside the front cover. Textbooks are to be covered and returned in the same condition as they were loaned.

FEES

Each student may be required to pay an instructional materials fee. Checks should be made payable to "Rootstown Schools." Payment is to be made during the first month of school. The instructional materials fee is used to purchase basic supplies used by the student, not including hardbound textbooks. It may be used to pay for such items as periodicals, workbooks, art materials, science materials, consumable paper materials, technology education and intervention materials.

Students will receive notice of fees at the beginning of the school year. Fees may be waived in situations where there is financial hardship. Additional replacement costs for breakage or damage beyond normal wear will be charged when necessary. Failure to pay fines, fees or charges may result in the withholding of grade cards.

CAFETERIA

Student lunches are \$3.00. Milk is 50¢. Ala carte items are available. You may also bring your own lunch to school to eat in the cafeteria.

We participate in the free and reduced lunch program; applications are distributed to all students and available in the main office.

Reduced lunches are 40¢.

You have 30 minutes for lunch. All food is to be eaten in the cafeteria. Food (including gum and candy) is not permitted in the building unless it is part of a lesson or class activity.

WELLNESS

Rootstown middle school aligns with the NEOLA policies regarding wellness in schools. These policies can be found at <http://www.neola.com/rootstown-oh/>.

FIRE AND TORNADO DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly and quietly as possible. The teacher in each classroom will give students instructions.

Tornado drills will be conducted during the tornado season using the procedures prescribed by the state. The alarm system for tornadoes is different from the alarm system for fires and consists of public address announcements and personal notification.

SCHOOL CLOSINGS

Parents and students will be notified by an automated telephone system when school is canceled. Local radio and television stations will also be informed.

VISITORS

Parents are always welcome at Rootstown Middle School. We encourage parents to join our parent support group (PTO). We ask that **ALL VISITORS REPORT TO THE OFFICE FIRST**. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school in order to prevent any inconveniences or class interruptions.

We do not permit students visiting from other schools to attend classes with our students.

LIBRARY

The library is available to students throughout the school day. Passes may be obtained from your teacher or from the librarian. Books may be checked out for a period of two weeks. To check out any other materials, contact the librarian.

In order to avoid late fees, all materials checked out of the library must be returned within two weeks. Late library fines can be avoided when you return borrowed materials promptly. Their use may be needed by others.

USE OF EQUIPMENT

You must obtain the permission of a teacher before using any equipment or materials in the classroom or gym and permission of the principal to use any other school equipment. You will be held

responsible for the proper use and safe-keeping of any equipment.

LOCKERS

Office personnel will assign lockers and combinations. Do not share your locker, and do not give your locker combination to anyone. To open your locker, complete two revolutions to the right and stop at the first number. Then make one revolution to the left, pass the first number, and stop at the second number. Next, turn right again until reaching the third number. All students using gym lockers and band room lockers shall install a combination lock to secure their belongings.

All lockers are the property of the Rootstown Local Schools and all lockers and their contents are subject to random search at any time without regard to whether there is reasonable suspicion that a locker contains evidence of a violation of a criminal statute or school rule.

BOOKBAGS, COATS, AND BACKPACKS

You are not permitted to carry book bags, backpacks, or wear coats and other outerwear during the course of the school day. Use your pack only to transport materials to and from school. Keep your pack and outerwear in your locker during the school day.

LOST AND FOUND

The lost and found area is in the office. If you lose something, check there first. Unclaimed items will be given to charity at the close of the school year.

SELLING ITEMS

Students are not permitted to sell items during the school day unless approval has been granted by the principal. Violation of this may lead to disciplinary action.

USE OF TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called out of class to the office to receive a telephone call.

Cellular telephones must be turned off and kept in your locker during the school day. During the school day, students are not to use telephones (a) without teacher permission and (b) to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of 24 hours is required to ensure that the principal has the opportunity to research the announcement or posting.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are other trips that are part of the school's co-curricular and extra-curricular program. You may not participate in school-sponsored

trips without parental consent. Students who have been suspended or whose pattern of behavior is consistently disruptive may be excluded from field trips and other extracurricular activities.

INTERNET USE

Internet access is available to you for educational purposes, and acceptable use guidelines are provided. An acceptable use agreement must be completed by your parent/guardian.

GRADES

Rootstown Middle School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, you are assigned grades based upon test results, homework, projects and classroom participation. Each of your nine week grades will be calculated with assessments making up 80% of the grade while classwork will make up the remaining 20%. Each teacher may place a different emphasis on these areas in determining a grade and will so inform you at the beginning of the course work. If you're not sure how your grades will be determined, ask the teachers. Students electing to drop a class after four weeks will receive an F. Students may take advanced course work for credit. Approved courses will count toward graduation requirements and will be included in the calculation for high school grade point average. The school generally uses the following grading system:

<u>Percentages:</u>	<u>Letter Grade</u>	<u>Point Value</u>
93 - 100%	A	4.0
90 - 92%	A-	3.7
87 - 89%	B+	3.3
83 - 86%	B	3.0
80 - 82%	B-	2.7
77 - 79%	C+	2.3
73 - 76%	C	2.0
70 - 72%	C-	1.7
67 - 69%	D+	1.3
63 - 66%	D	1.0
60 - 62%	D-	0.7
59 and below	F	0

F=Failure I=Incomplete

P=Passing ME=Medical Excuse

GRADING PERIODS

You shall receive a report card at the end of each nine week period indicating your grades for each course of study for that portion of the academic term. Grade reports can be withheld when students have outstanding fees or fines.

If you appear to be at risk of failure, notification will be provided to your parents so they can talk with the teachers about what actions can be taken to improve poor grades. Parents will receive interim reports approximately half way through each grading period and are urged to call and arrange conferences with teachers if there is concern over your progress.

SCHEDULING PROCEDURES

Rootstown Middle School employs the use of a rubric system to assist with placement of students in AC Math and Language Arts courses. AC rubrics are available in the middle school office upon

request. Integrated 1 Math is offered in the middle school. The prerequisite for this course is 7th grade Pre-Integrated 1 Math.

PROMOTION, PLACEMENT & RETENTION

Promotion to the next grade level is based on the following criteria:

- 1) Current level of achievement
- 2) Potential for success at the next level
- 3) Emotional, physical and/or social maturity

HONOR ROLL

There are three Honor Rolls at RMS. To be listed on the "4.0 Honor Roll", you must earn a 4.0 grade point average. To be listed on the "Honor Roll", you must attain a grade point average of 3.5 – 3.999, with no "D's". To be on the "Merit Roll", you must attain a grade point average of 3 – 3.499, with no "D's".

HOMEWORK/CLASSWORK

The amount of homework given depends upon the grade level, the nature of the class, the pupils, and the teacher. Each grade level or teacher will inform you of his/her policies. Homework is also part of your preparation for the achievement assessments. Homework will not be used for disciplinary reasons but only to enhance your learning.

Please do not get behind in your homework. If you do find yourself academically "lost," see your teacher. Homework consists of lessons, activities and work completed/assigned to be completed outside of class time. Late homework will be accepted, for full credit, until the Monday following the week when the work was due. Classwork consists of lessons, activities and work completed and assigned to be completed in class only and will not be accepted late.

ACTIVITIES

ATHLETIC ELIGIBILITY

The rules and regulations of the OHSAA shall govern the academic eligibility of the athlete to participate in interscholastic athletics. A 7th or 8th grade student who, at the end of the grading period, has not passed at least 5 classes that met five days per week or its equivalent, will be ineligible to participate in interscholastic athletics during the next grading period. You must not have reached your 15th birthday before August 1st of the year in which participation is desired. A student must also have a minimum grade point average of 1.5. Students must also be in good standing in their classes regarding behavior.

An athlete must attend school all day in order to participate in practice or an athletic event. Exceptions to this rule must be cleared in advance by the principal. A student may leave and return to school and still be eligible to participate (example: doctor's appointment).

EXTRACURRICULAR ACTIVITIES

In addition to our academic program, we offer a variety of extracurricular activities for your selection and participation. It is our hope that you participate in these activities to help develop a wide variety of interests. It is also our firm belief that students who are active and involved profit the most from their middle school years.

Art Club	Cross Country
Football	Study Buddies
Volleyball	Library Aides
Boys' Basketball	Office Aides
Girls' Basketball	Wrestling
Spelling Bee	Track
Student Tutors	Cheerleaders
Student Announcers	Ski Club
Yearbook	

- C) Required court attendance
- D) Death in the family
- E) Observation or celebration of a bona fide religious holiday
- F) Such good cause as may be acceptable by the administration.

Parents are encouraged to schedule their child's appointments with doctors and dentists during non- school hours to the extent possible.

If you're absent from school because of suspension or vacation, the absence will not be considered a truancy, and you may be given the opportunity to make up the school work that is missed.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Extracurricular events (including athletics) are under school authority. All students attending these events should follow all rules the same as if they were attending school. A student who is absent the day an extracurricular activity is scheduled cannot attend or participate in the activity.

Participation in extracurricular activities, including interscholastic sports, is a privilege and not a right. Therefore, the Board of Education authorizes the superintendent, principals, and other authorized personnel employed by the District to supervise or coach a student activity program and to prohibit a student from participating in any particular or all extracurricular activities of the District for offenses or violations of the Student Code of Conduct/ Student Discipline Code for a period not to exceed the remainder of the school year in which the offense or violation of the Student Code of Conduct/Student Discipline Code took place. In addition, student athletes are further subject to the Athletic Code of Conduct and may be prohibited from participating in all or part of any interscholastic sport for violations therein. Students prohibited from participation in all or part of any extracurricular activity are not entitled to further notice, hearing, or appeal rights.

NON-SCHOOL ORGANIZATIONS AND GROUPS

Community organizations or student groups formed for charitable, civic, social, religious, recreational and educational purposes may meet or use the facilities during non-instructional hours. The application for permission can be obtained in the office.

No non-district sponsored organization may use the name of the school or school mascot.

ATTENDANCE

Attending school is both necessary and required. State law requires school attendance until the age of 18. We cannot stress enough the importance of good school attendance. We will work with you and assist you in becoming a responsible citizen and to develop good habits. We value a record of good attendance. Students who do not maintain good attendance may fail, lose certain privileges, and/or have their parents referred to court. Rootstown has an attendance policy to avoid these negative consequences.

Excused Absences

Excused absences from school are as follows:

- A) Illness
- B) Recovery from accident

Unexcused Absences

If you're absent from school for all or any part of the day without a legitimate excuse you are considered truant. You and your parents shall be subject to the truancy laws of the State. No credit shall be given for any school work not completed as a result of being truant.

Notification of Absence

If you are absent, please have your parent(s) call the school (330-325-9956) between 7:00 AM and 8:00 AM to report your absence. A message can be left on voice mail prior to 7:00 AM. If prior contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance.

Personal and needed-at-home excuses will not be accepted unless the specific reason is approved by the administration. These absences will be marked unexcused if they have not been approved. Students must bring a doctor's excuse for any illness that causes them to miss 3 or more consecutive days of school.

An excused absence allows you to make up all possible work. It is your responsibility to obtain missed assignments. It is possible that certain school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact your grade.

Unexcused absence from school (truancy) is not acceptable. A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in 1 month, or for seventy-two (72) or more hours in 1 school year.

If a student is habitually truant and the student's parent fails to correct the student's attendance, a complaint will be filed with the Judge of the Juvenile Court in compliance with State law and Board Policy 5200.

Tardiness

You are expected to be in your assigned classes throughout the school day. If you are late arriving at school, report to the school office before going to your first class. Students who arrive after the end of first period will be considered absent for one-half day.

When tardy more than 3 times during a grading period, the following may occur:

- A) After school detention assigned.
- B) If tardiness continues, Saturday detention and in-school suspension may be issued.

Early dismissal

A student needing an early dismissal must bring a note from your parents which indicates the reason for the dismissal and the time of the dismissal. You will be issued an early dismissal slip to be presented to the teacher you have at the time of the early dismissal. Parents are required to come to the main office to wait and sign out the child.

HOMEWORK ASSIGNMENTS

If you are going to be absent for 2 or more days, parents may request assignments by calling the school office. With a short absence, however, you should consult a friend for assignments. It is your responsibility to consult the teacher for missed assignments, make-up tests, etc. once you return to school.

VACATIONS DURING THE SCHOOL YEAR

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal to make necessary arrangements. It may be possible for the student to receive certain assignments that can be completed during the trip. In all situations, it is up to the student to contact teachers about completing missed school work.

MAKE-UP OF TESTS AND OTHER SCHOOL WORK

Students who are excusably absent from school or who have been suspended may be given the opportunity to make up work that has been missed. You should contact your teachers as soon as possible to obtain assignments.

Make-up work due to suspension may be completed when returning to school. This is necessary to prepare for upcoming tests. Make-up work due to excused absence must be completed within a reasonable time after returning to school. If you miss a test due to excused absence, you may make arrangements with the teacher to take the test.

CODE OF CONDUCT

A major component of the educational program at Rootstown Middle School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with the established standards. Rootstown Middle School's code of conduct aligns with the Ohio Department of Education's philosophies of Positive Behavioral Interventions & Supports (PBIS) and the correlating policies. The principle of PBIS is to reinforce positive and expected behaviors in an effort to diminish negative or problem behaviors.

Expected Behaviors

- Abide by national, state and local laws as well as the rules of the school
- Respect the civil rights of others
- Act courteously to adults and fellow students
- Be prompt to school and attentive in class
- Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or

ethnic background

- Complete assigned tasks on time and as directed
- Help maintain a school environment that is safe, friendly, and productive
- Act at all times in a manner that reflects pride and respect for self, family and the school

STUDENT DRESS CODE

A VIOLATION OF ANY OF THE FOLLOWING RULES SHALL RESULT IN DISCIPLINARY ACTION, WHICH MAY INCLUDE: LUNCH/AFTER SCHOOL DETENTION, SATURDAY DETENTION, EMERGENCY REMOVAL, SUSPENSION, AND/OR EXPULSION.

While fashions change, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that is destructive or disrupts the educational process, is considered contrary to good hygiene or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines. The classroom teacher may determine when a fashion or behavior is destructive or disruptive to the educational process.

Students are expected to keep themselves well groomed and neatly dressed at all times.

- a. Clothing cannot have any alcohol, drug, weapon, or tobacco messages/advertisements, obscene phrases stated or implied, or sexually explicit material.
- b. See-through, mesh, low cut, bare midriff, backless or otherwise revealing clothing, halters, tube tops, tank tops, and sleeveless shirts are not permissible. **(All outerwear must cover underwear.)**
- c. Pants must be worn appropriately at the waist and cannot drag on the floor. Pajama pants are not permissible.
- d. Excessively tight fitting, racing style shorts, skirts, or dresses, and clothing with holes or cutoffs or other ragged edged clothing is not permitted regardless of what is worn underneath them. Shorts and skirts must be no shorter than mid thigh, regardless of what is worn underneath them. Students may wear shorts prior to Thanksgiving and after spring break.
- e. Hair must be of natural colors.
- f. Chains, collars, and clothing with spikes are not appropriate.
- g. Outdoor jackets and coats are not to be worn during the school day.
- h. Headwear, bandanas, baseball hats, sunglasses cannot be worn inside the building.
- i. Footwear must be worn. Flip flops, sandals, slippers and high heels are not permitted. Footwear must have backs.
- j. Visible body piercings, except ears, are not acceptable. Ear piercings are limited to 3 per ear. Earring size limited to maximum of one inch.

This is not intended to be an all-inclusive list. Final determination of appropriate school attire rests with the school administrator.

CARE OF PROPERTY

You are responsible for the care of your own personal property. The school will not be responsible for personal property. Valuables, such as jewelry or irreplaceable items, should not be brought to school. The

school may confiscate such items and may return them to your parents.

If you damage or lose school property, you or your parents will be required to pay for the replacement or damage. If the damage or loss was intentional, you will also be subject to disciplinary action according to the student discipline code.

DISCIPLINE CODE

The Board of Education has adopted the following student discipline code. The code includes the types of misconduct that will subject you, the student, to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly". Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

Drugs -- The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity: sale, possession, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. For a violation you could be suspended or expelled and law enforcement officials may be contacted. You will also be referred to appropriate counseling and support groups.

Tobacco -- The school prohibits the sale, distribution, use, or possession of any form of tobacco, vape devices and/or vape products at school or at any school activity. This prohibition also applies when going to and from school and at school bus stops. If you violate this rule, you will be suspended from school on the first offense. Subsequent offenses can result in a recommendation for expulsion.

Student Disorder/Demonstration - - You won't be denied your rights to freedom of expression. However, the disruption of any school activity will not be allowed, and the expression may not infringe on the rights of others. If there is need to organize some form of demonstration, you are encouraged to contact the principal to discuss the proper way to plan such an activity.

Possession of a Weapon -- A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to padlocks, pens, pencils, chairs, jewelry, and so on. Criminal charges may be filed for this violation. Possession of a weapon will subject you to expulsion and possible permanent exclusion, as well as being reported to law enforcement officials.

Use of an Object as a Weapon -- Any object that is used to threaten or harm another may be considered a weapon. Intentional injury to

another can be a felony and/or a cause for civil action. This violation may subject you to expulsion and possible permanent exclusion, as well as being reported to law enforcement officials.

Purposely Setting a Fire -- Igniting a fire that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject you to expulsion, as well as being reported to law enforcement officials.

Physically Assaulting a Staff Member, Student, or Person Associated with the District Physical assault on a staff member, student, or other person associated with the district (which may or may not cause injury) may result in charges being filed and subject you to suspension and/or expulsion.

Verbally Threatening a Staff Member, Student, or Person Associated with the District Any statement or non-contact action that a staff member, student, or other person associated with the district feels to be a threat will be considered a verbal assault as will profanity directed toward a staff member in a threatening tone. Such action may result in suspension and/or expulsion as well as charges being filed.

Extortion -- Extortion is the use of threat, intimidation, force or deception to take, or receive something from someone else. Extortion is against the law and may result in charges being filed and subject you to expulsion.

Gambling --Gambling includes casual betting, betting pools, organized-sports betting and any other form of wagering and is not permitted. Students who bet on an activity in which they are involved may also be banned from that activity.

Falsification of School Work, Identification, Forgery -- All instances of cheating and/or plagiarism are unacceptable. If a student cheats on a paper, quiz or test, his or her grade for the quiz or test will be a zero. If a student plagiarizes any material, he or she will receive a zero for the assignment. The student who provided information used to cheat may be subject to the same academic discipline as the student who uses the information. Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable.

False Alarms and False Reports -- A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community, and the persons in the building. What may seem like a prank is a dangerous stunt that is against the law and may result in suspension or expulsion, as well as being reported to law enforcement officials.

Explosives -- Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small fire-crackers, and 'poppers' are forbidden and dangerous. Possession and/or use may result in suspension and/or expulsion.

Trespassing -- Although schools are public facilities, the law does allow the school to restrict access on school property. If you have been removed, suspended, expelled, or permanently excluded, you are not allowed on school property without authorization of the principal or superintendent.

Theft -- When a student is caught stealing school or private property or in possession of stolen property, he/she will be disciplined and may be reported to law enforcement officials. You are encouraged not to bring anything of value that is not needed for learning to school without prior authorization from the principal. The school is not responsible for personal property.

Disobedience -- School staff is acting "in loco parentis", which means they are allowed, by law, to direct you as a parent would. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, you are expected to comply. Chronic disobedience can result in suspension and/or expulsion.

Damaging Property -- Vandalism and disregard for school property will not be tolerated. In addition to being responsible for restitution, disciplinary action including suspension and/or expulsion can be issued.

Persistent Absence or Tardiness -- Attendance laws require you to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world of work. Penalties can range from detention to a referral to court and/or deny the privilege of obtaining a driver's license when becoming eligible.

Unauthorized Use of School or Private Property -- You are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action.

Refusing to Accept Discipline -- The school may use informal discipline to prevent you from being removed from school. If you refuse to accept the usual discipline for an infraction, sterner action such as suspension and expulsion may be enforced.

Aiding or Abetting Violation of School Rules -- If you assist another student in violating any school rule, you will be disciplined as well. You are expected to resist peer pressure and exercise sound decision-making regarding your behavior.

Displays of Affection -- Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Disciplinary action may be taken for students who publicly display affection.

Possession of Electronic Equipment -- The school will supply any electronic equipment necessary for participation in the educational

program. Students shall not use or possess any electronic equipment without the permission of an administrator. Examples of prohibited devices include but are not limited to radios, CD/MP3 players, cameras, digital tablets and cellular phones. Unauthorized electronic equipment will be confiscated from the student by school personnel and disciplinary action will be taken. The administration will not search for or investigate any lost, stolen, damaged or vandalized device. Laser pointers will be confiscated and not returned.

Violation of Individual School/Class Rules -- Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. You will be oriented to specific rules, all of which will be consistent with the policy of the school.

Disruption of the Educational Process-- Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delays or prevention of lessons, assemblies, field trips, athletic and performing arts events.

Harassment-- School personnel believe that students deserve to attend school without fear of demeaning remarks or actions. The harassment of other students or members of staff, or any other individual is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Conduct constituting harassment may take different forms, including but not limited to the following:

- A. *Verbal*: Writing or speaking sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member or other person associated with the district.
- B. *Non-Verbal*: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the district.
- C. *Physical Contact*: Threatening or causing unwanted touching, contact, or attempts at the same including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the district.

Any of the above infractions will result in disciplinary action.

Gender/ Ethnic/ Religious/ Disability Harassment

- A. *Verbal*:
 1. Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the district.
 2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the district by refusing to have any form of social interaction with the person.

- B. *Non-Verbal*: Placing objects, pictures, or graphic commentaries in a student environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the district.
- C. *Physical*: Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the district. Students who believe that they are victims of any of the above actions or have observed such actions taken by another student, staff member, or other person associated with the district should take the following steps immediately:
1. If the alleged harasser is a student, staff member, or other person associated with the district other than the student's principal, the affected student should, as soon as possible after the incident, contact his/her principal.
 2. If the alleged harasser is the student's principal, the affected student should as soon as possible after the incident, contact the school superintendent.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) who she/he believes to be responsible for the harassment and the nature of the harassing incident(s).

The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse which will require that the student-abuser be reported to proper authorities.

Hazing by any school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be.

Under no circumstances will the school threaten or retaliate against anyone who raises or files a harassment complaint.

Bullying-- Bullying other students is strictly prohibited and will not be tolerated. Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying includes, but is not limited to physical, verbal (oral or written), electronically transmitted, psychological (e.g. emotional abuse), as well as attacks on the property of another, or a combination of any of these. Any student who is a victim of bullying should immediately

report the situation to the principal.

Criminal Acts

Any criminal act while at or related to the school will be reported to law enforcement officials. Those involved will also be disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated. Certain criminal acts may result in permanent exclusion.

DISCIPLINE

It is important to remember that school rules apply going to and from school, on school property, at school-sponsored events and on school transportation. In some cases, you can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's and teachers' responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident. Two types of discipline are possible; informal and formal.

Informal Discipline - Informal discipline takes place within the school. It includes:

- Change of seating or location
- Lunch-time detention
- After-school detention
- In-school restriction
- Saturday detention

Detentions: You may be detained after school or asked to come to school early by a teacher, after giving you and your parents one day's notice. You are responsible for transportation.

Saturday Detention: The Saturday detention will be in session from 8:00 am to 11:00 am. Assigned students will attend a continuous 3 hour period. You shall arrive with sufficient educational materials to be busy during this 3 hour study period.

If you miss any portion of your assigned time in Saturday detention, you may be given an additional 3 hour period. Failure to timely serve Saturday detention assignment(s) may lead to suspension from school for a period not to exceed 3 days. Any such suspension shall be in accordance with school guidelines on suspension and expulsion.

The following rules shall apply to Saturday detention:

- You are required to have class assignments with you.
- You are not to communicate with others unless given special permission to do so.
- You are to remain in your designated seat at all times unless permission is granted to do otherwise.

You are not allowed to put your head down or sleep.
No radios, cards, magazines, or other recreational articles shall be allowed in the room.

No food or beverages shall be consumed.
Transportation to and from Saturday detention shall be the responsibility of the student and/or his/her parents.

Formal Discipline - Formal discipline removes you from school. It

includes emergency removal for up to 72 hours, suspension for up to 10 school days, expulsion for up to 80 school days, and permanent exclusion. Expulsions may carry over into the next school year. Removal for less than one school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion and permanent exclusion may be appealed. Suspension from co-curricular and extra-curricular activities may not be appealed.

If you're being considered for suspension, expulsion, or permanent exclusion, you are entitled to an informal hearing with the building administrator prior to removal at which time you will be notified of the charges and given an opportunity to make a defense.

If you're involved in co-curricular and extra-curricular activities such as club activities, band, and athletics, you can lose your eligibility for violation of the school rules. This is especially true for infractions involving drugs, alcohol, tobacco, or harassment.

If you commit a crime while under the school's jurisdiction, you may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

DUE PROCESS RIGHTS

Before you may be suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

Suspension from School -- If you're being considered for a suspension, the administrator in charge will notify you of the reason. You will then be given an opportunity to explain your actions. After that informal hearing, the principal will make a decision whether or not to suspend. If you're suspended, you and your parents will be notified in writing within one day of the reason for and the length of the suspension. The suspension may be appealed within 10 days after receipt of the suspension notice to the school superintendent. The request for an appeal must be in writing. During the appeal process, you shall not be allowed to remain in school.

The appeal shall be conducted in a private meeting, and you may be represented. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

When you're suspended, you may be permitted to make up work missed after the return to school. Any work that cannot be made up such as labs, field trips, skill-practices, and the like, or any learning that you choose not to make up, may be reflected in the grades earned.

Expulsion from School --When being considered for expulsion, you will receive a formal letter of notification addressed to your parents. Students being considered for expulsion may or may not be removed immediately. A formal hearing is scheduled with the school superintendent during which you may be represented by your parents, legal counsel and/or by a person of your choice.

Within 10 days after the superintendent notifies the parents of the expulsion, the expulsion can be appealed, in writing, to the school superintendent. The appeal will be conducted by an official designated by the Board of Education. Again, the right to representation is available. All opportunity to earn grades or credit ends when you are expelled. Expulsion for certain violations may result in being denied

the privilege of obtaining your driver's license. If the expulsion is upheld, the next step in the appeal process is to the Court of Common Pleas.

Permanent Exclusion -- When a student, 16 years of age or older is being considered for permanent exclusion, it is possible that she/he may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

- Any possession or involvement with a deadly weapon
- Drug trafficking
- Murder, manslaughter, assault or aggravated assault
- Certain sexual offenses
- Complicity in any of the above crimes

This process is formal and may follow an expulsion and the proper notification of the parents.

Rootstown Middle School makes a sincere effort to have disciplinary actions take place that will allow you to remain in school. If a disciplinary action does not result in removal from school, it cannot be appealed. Should you or your parents have questions regarding the propriety of an in-school disciplinary action, contact the building principal.

Discipline of Students with Disabilities -- Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

SEARCH AND SEIZURE

Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the Board of Education if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

RIGHT OF EXPRESSION

The staff recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Any item must meet school guidelines and cannot be displayed if it:

- Is obscene, libelous, indecent or vulgar
- Advertises any product or service not permitted to minors by law
- Intends to be insulting or harassing

Intends to incite fighting or presents a likelihood of disrupting school or a school event

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the building principal 24 hours prior to display.

BUS TRANSPORTATION

The bus schedules and routes are available by contacting the transportation supervisor at 330-325-0189.

Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code.

Before a suspension from bus/vehicle riding privileges is imposed, the superintendent or other designated District personnel will provide a student with notice of an intended suspension and an opportunity to appear before the superintendent or other designated District personnel. Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the Superintendent or designated District personnel.

Any additional guidelines regarding conduct on school buses/vehicles, as well as general information about the school transportation program, will be made available to all parents and students in this handbook and posted in the hallway near the north entranceway.

BUS CONDUCT

A student shall ride only the bus to which he/she is properly assigned. He/she will be picked up or dropped off only at his/her designated stop. Parents shall be responsible for the safety of their children going to and from school bus stops and for meeting the bus on schedule. Parents shall be responsible for any damage done to a bus by their child.

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as contracted transportation that may be provided. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety. The following behaviors are expected of all students:

Previous to Loading (on road & at school)

Each student shall:

1. be on time at the designated loading zone;
2. stay off the road at all times while walking and waiting for the bus;
3. line up single file off the roadway to enter;
4. wait until the bus is completely stopped before moving forward to enter;

5. refrain from crossing a highway until the bus driver signals it is safe;
6. go immediately to a seat and be seated.

During the Trip

Each student shall:

1. remain seated while the bus is in motion;
2. keep head, hands, arms, and legs inside the bus at all times;
3. avoid littering in the bus or throwing anything from the bus;
4. keep books, packages, coats, and all other objects out of the aisle;
5. be courteous to the driver and to other bus riders;
6. avoid eating, drinking, chewing gum or playing games, cards, etc.;
7. avoid tampering with the bus or any of its equipment.

Leaving the Bus

Each student shall:

1. remain seated until the bus has stopped;
2. cross the road when necessary, at least 10 feet in front of bus, but only after the driver signals it is safe;
3. be alert to a possible danger signal from the driver.

POLICY ON DRUG-FREE SCHOOLS

In accordance with federal law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by state statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook, up to and including expulsion from school. When required by state law, the district will notify law enforcement officials.

School personnel are concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which he/she receives help through programs and services available in the community. Students and their parents should contact the school principal whenever such help is needed.

FOOD SERVICE

The goal of the Rootstown Middle School is to provide students with healthy meals each day. However, unpaid charges place a financial burden on the Food Service Department. It is the responsibility of the parents/guardians to see that students have money in their meal account to purchase meals for that day or that they bring food from home. There is a POS (point of sale) system in each of the cafeterias that work as a debit account. This means money can be deposited in a student's account in advance of purchases directly at the school cafeteria in the form of cash or check, or for your convenience, online. Online payments may be made by setting up an account at www.rootstown.sparcc.org. Under Food Service go to PaySchools Central where you can make deposits using a credit/debit card or online check. A mobile app is available. You will need your student's account ID number to use in setting up the

account. Keep in mind there is a nominal fee for utilizing this service. Even if you choose not to make online deposits, setting up an account will allow parents/guardians to monitor a student's spending or check account balances.

While the Food Service Department discourages negative lunch charges, we understand that an occasional emergency may make it necessary. The following guidelines have been developed to help parents/guardians and staff understand the charge policy so that uncomfortable situations may be avoided.

Full Pay Students:

Middle and High School - (grades 6-12) If a student has a negative balance, a maximum of 2 days meals will be allowed. If no money has been deposited after charges have incurred an alternative meal of a PB&J grahamwich and milk will be provided at a cost of \$.75 charged to their account. Should a student's account balance reach a negative balance of \$6.25 all charges will be stopped. The cashier always informs students when their account is getting low. In addition, no negative charging will be allowed in grades 6-12 the last two weeks of school.

Reduced Price Students:

Lunch is \$.40 for elementary, middle and high students. If a student must charge, a maximum of 10 days will be allowed. If a financial hardship exists, parents/guardians are encouraged to notify the food service department so an arrangement can be made.

A la carte items are sold in each of the buildings. Students with a negative balance owed to the food service department will not be permitted to purchase a la carte items even with cash until their negative balance has been taken care of. All student account balances, negative or positive, will be carried over to the next school year.

Should your family incur financial hardship or change of income, you may apply for the free/reduced meal program at any time throughout the school year. You must qualify according to government standards to receive free/reduced meals. In addition, **your application must be completed every school year** to qualify and remain in the free/reduced meal program. Many students accrue a negative account balance due to the fact parents/guardians fail to reapply every school year. Should this occur you, the parents/guardians, are responsible for the negative balance until the application is received and approved for qualification.

It is our hope that providing parents/guardians with this charge policy will enable them to assist the food service department in

providing all students with a positive cafeteria experience. Thank you for your cooperation in these matters.

Any questions or concerns may be brought to the attention of Peggy Shewell at 330-325-4139 or shewell@roversk12.org

STUDENT DISCIPLINE CODE

Behavior	Probable Disciplinary Action		
	Discretionary	Suspend	Expel
1. Use of Drugs, Possession, Distribution, Sale		X	X
2. Use of Tobacco/Vape/Vape products, Possession		X	X
3. Disorder/demonstration	X	X	X
4. Possession of a weapon		X	X
5. Use of an object as a weapon		X	X
6. Purposely setting a fire		X	X
7. Physically assaulting a staff person, student, or other person		X	X
8. Verbally threatening a staff person, student, or other person	X	X	X
9. Extortion	X	X	X
10. Gambling or cheating	X	X	X
11. Falsification of school work, identification, and/or forgery	X	X	X
12. Setting false alarms/false reports		X	X
13. Explosives	X	X	X
14. Trespassing	X	X	X
15. Theft	X	X	X
16. Disobedience	X	X	X
17. Damaging Property	X	X	X
18. Persistent absence or tardiness	X	X	X
19. Unauthorized use of school or private property	X	X	X
20. Refusing to accept discipline	X	X	X
21. Aiding and abetting violation of school rules	X	X	X
22. Engaging in displays of affection	X	X	
23. Possession of electronic equipment	X	X	
24. Violation of individual school or classroom rules	X	X	X
25. Violation of bus rules	X	X	X
26. Disruption of the educational process	X	X	X
27. Harassment	X	X	X
28. Bullying	X	X	X

CONCERNS, SUGGESTIONS, AND GRIEVANCES

The school is here for the benefit of the students. The staff is here to assist all students in becoming responsible adults. If a student has suggestions that could improve the school, he/she should feel free to offer them. Written suggestions may be presented directly to the principal.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal.

A student has the right to a hearing if the student believes he/she has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard.